



SIS Basics: Using Search Criteria


Overview: Every page in SIS allows you to perform a search using various data fields to narrow your search

Find an Existing Value

Limit the number of results to (up to 300):


Academic Institution: = 

Term: = 


Subject Area: = 


Catalog Nbr: begins with

Academic Career: =


Campus: begins with 


Description: begins with

Course ID: begins with 

Course Offering Nbr: = 

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

- Note 1 There are several text fields where you can enter your search parameters. You can narrow your search by entering more parameters, and conversely, open up the search by entering fewer parameters. Some text fields have a drop-down menu  that will indicate current values.
- Note 2 To help speed up the search, use “equal” as the parameter.
- Note 3 In the case of Student ID or EMPL ID, DO NOT click on the magnifying glass if you do not know the student’s ID. Use the Search/Match feature to find the correct EMPL ID.
- Note 4 When you have finished entering the search criteria, click the “search” button at the bottom of the page.
- Note 5 The results of the search will be displayed at the bottom of the page under Search Results

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

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Course ID: begins with

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Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

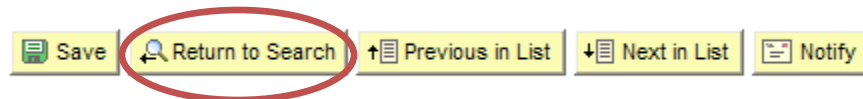
View All First 1-5 of 5 Last

| Academic Institution | Term | Subject Area | Catalog Nbr | Academic Career | Campus | Description | Course ID | Course Offering Nbr |
|-----------------------|----------------------|---------------------|---------------------|------------------------|-------------------|-----------------------------------|------------------------|---------------------|
| NV280 | 2122 | ACC | 211 | Credit | A | Prin. of Accta. I | 245006 | 2 |
| NV280 | 2122 | ACC | 211 | Credit | L | Prin. of Accta. I | 245006 | 3 |
| NV280 | 2122 | ACC | 211 | Credit | M | Prin. of Accta. I | 245006 | 4 |
| NV280 | 2122 | ACC | 211 | Credit | N | Prin. of Accta. I | 245006 | 5 |
| NV280 | 2122 | ACC | 211 | Credit | W | Prin. of Accta. I | 245006 | 6 |

Note 6 If you entered specific enough parameters and criteria that only yield one result, you will be taken directly to that result’s page.

Note 7 NOVACconnect will only display the first 300 results. If your search has more than 300 results, then you must narrow your search to see the results you expect.

Note 8 Once you have chosen a result, you can click on it to be taken to that page. To navigate through all the different results, you can click on “Next in List” or Previous in List”



Note 9 Click on “Return to Search” to return to the search page